

# Job Description

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**Job Title:** Sixth Form Administration Officer (Maternity Cover)

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**Location:** Jane Austen College

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<b>Job title</b>	<b>Sixth Form Administration Officer (Maternity Cover until 2<sup>nd</sup> March 2026)</b>
<b>Salary Scale</b>	<b>Support Scale E</b>
<b>Hours of Work</b>	<b>Full time - 37 hours per week</b>
<b>Weeks Worked</b>	<b>Term Time + 2 weeks (40 weeks)</b>
<b>Responsible to</b>	<b>PA to Principal</b>
<b>Location</b>	<b>Jane Austen College</b>

### **Main purpose of the role**

- To provide sixth form administrative, clerical and pastoral support services to a high standard, supporting management, teachers and pupils in an efficient, professional and effective manner.
- To lead on specific areas of responsibilities as directed by the Line Manager or Principal including bursaries and admissions.
- To provide flexibility to enable the Academy to run effectively during times of peak workload and staff absence.

### **Organisational relationships**

- Responsible to the PA to Principal
- Direct liaison with a range of stakeholders including teachers, parents, pupils, governors, universities, UCAS, and other Inspiration Trust staff

### **Principal accountabilities and responsibilities**

<b>Overall</b>	<p>To support the Line Manager or Principal with sixth form tasks, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Analysis of A-Level data on results day and to support pupils through the clearing process as required.</li> <li>• To maintain a record of pupil destinations data and report this to the Local Authority.</li> <li>• To support communications ahead of, during and after sixth form enrolment day.</li> <li>• To lead on enrolment through the admissions process, including the use of all appropriate platforms and systems as required.</li> <li>• To support the development and implementation of a successful induction period for Year 12 pupils.</li> <li>• To liaise with colleagues to ensure all pupils have lanyards, timetables, email addresses and logins.</li> <li>• To ensure logistics are agreed by the senior leadership team.</li> <li>• To support sixth form events. This includes planning, communication and support on these evenings.</li> <li>• To support sixth form recruitment. This includes the use of appropriate platforms and systems for applications and communication, interviews, recruitment events in high schools,</li> </ul>
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	<p>planning for taster day, marketing and ensuring that the prospectus and website are updated.</p> <ul style="list-style-type: none"> <li>• Support in the analysis of data in conjunction with the Data and Exams Manager as required to support in sending reports to parents/carers.</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• To lead / support the UCAS process as required.</li> <li>• To work with all stakeholders to ensure that pupils are prepared for challenges of aspirational university applications.</li> <li>• To review and implement new bursary policies based on updated government legislation each year and to monitor the allocation of funding so sufficient funds are available throughout the year.</li> <li>• To ensure all eligible pupils are aware of the availability of the bursary and apply for support where necessary and to communicate updates with bursary pupils.</li> <li>• To lead on and oversee sixth form bursary applications and assess claims throughout the year. This includes checking evidence of family income, requesting payments from finance and overseeing termly meal allowances.</li> <li>• To support the organisation and hosting of recruitment events for prospective pupils, including taster day, familiarisation day, trips, visits and open evenings.</li> <li>• To edit, upload and send letter templates to all prospective pupils.</li> <li>• To review all applications, check entry qualifications and subject choices and to ensure they receive the appropriate communication.</li> <li>• To liaise with sixth form staff and organise interviews for prospective pupils.</li> <li>• To support and prepare for sixth form pupil enrolment, and collate enrolment forms.</li> <li>• To ensure all pupils have email addresses, logins and print codes ahead of induction.</li> <li>• To make lanyards for all new joiners ahead of induction, including access cards and lift keys where applicable. To provide duplicate copies where necessary throughout the year.</li> <li>• To create and oversee the sixth form alumni network as required.</li> <li>• To ensure that pupils have access to all online platforms that they need to take a full and active role in sixth form life and activities.</li> <li>• To proactively support the planning, organising and hosting of special Academy events, such as parent evenings and providing general assistance with general correspondence and invitations.</li> <li>• To ensure all sixth form registers are accurate and complete, contacting teachers promptly where registers have been missed and monitoring staff adherence to sixth form attendance policy.</li> <li>• To monitor pupil absence, in line with the sixth form absence policy, contacting pupils with unauthorised absences and parents where necessary. To monitor attendance patterns, including pastoral and medical concerns, and report these to Heads of Sixth Form.</li> <li>• To communicate important information to parents/carers.</li> <li>• To produce and distribute a regular sixth form extra-curricular bulletin containing information on universities, apprenticeships and</li> </ul>

	<p>enrichment opportunities. To relay information to sixth form pupils via the relevant platform.</p> <ul style="list-style-type: none"> <li>• To communicate important pupil updates with teaching and support staff via pupils profiles, email and appropriate platform. This includes liaising with the SEND and Data departments.</li> <li>• To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required.</li> <li>• To respond promptly to any telephone and other messages, and to deal with as appropriate, assisting with any routine queries.</li> <li>• To support with whole school first aid duties for pupils.</li> <li>• To contribute to maintaining an accurate and up to date Academy calendar and room booking system.</li> <li>• To check and distribute goods in as appropriate and assist with ordering/storage of supplies.</li> <li>• To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Principal and line manager.</li> </ul>
<b>EDI &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commit to embedding equality, diversity and inclusion in all activities</li> <li>• Commit to the Trusts Safeguarding agenda</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Work with local feeder secondary schools to support pupils' educational ambitions.</li> <li>• Keep abreast of developments in Further Education.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills/GCSE (or equivalent) Maths and English</li> <li>• NVQ Level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• First Aid Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people or working in an advisory position</li> </ul>	
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to deal effectively with people, using tact, courtesy and patience</li> <li>• Flexible approach</li> <li>• Good IT skills</li> <li>• Good organisational and time management skills, ability to meet deadlines</li> <li>• Problem solving and analytical skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• A logical and methodical approach to work</li> <li>• Able to build good working relationships with stakeholders, working well with children and adults</li> <li>• Ability to work constructively and flexibly as part of a team</li> <li>• Ability to work well under pressure</li> <li>• Ability to work on own initiative</li> <li>• An understanding of the support function in an Academy setting and the wider Inspiration Trust setting</li> <li>• An understanding of the Further Education Sector</li> </ul>	
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**Signature .....**

**Date .....**

**Name .....**